

## Expense Track 19.12 Release Notes



Release 19.12 for Expense Track is available on 02/20/2020 and includes the following changes:

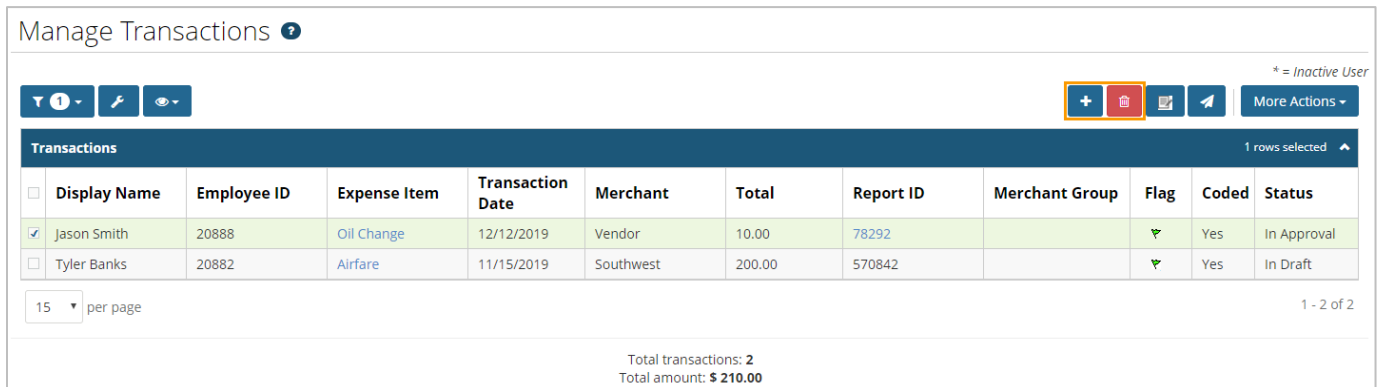
**Note:** For more information on the items listed, see the Expense Track Online Help.

- [Add Ability to Add/Delete Transactions in Manage Transactions](#)
- [Add Ability to Mass Code Transactions in Manage Transactions](#)
- [Add Ability to Submit Draft for Approval in Manage Transactions](#)
- [Add Approval and Discussion Notes to Mobile App Expense Approval](#)
- [Add Location Filter to Data Extract Utility](#)
- [Allow Users to Clear Exported Status from Transactions in Data Extract Utility](#)
- [Reconfigure Expense Reconciliation Detail Page](#)
- [Resolved Defects](#)

### Add Ability to Add/Delete Transactions on Manage Transactions Page









This item allows users to manually add and delete transactions from the Manage

Transactions page. These options are available via the new **Add** () and **Delete** () buttons at the top of the page.



Manage Transactions ⓘ

\* = Inactive User

Buttons:        

Transactions											
<input type="checkbox"/>	Display Name	Employee ID	Expense Item	Transaction Date	Merchant	Total	Report ID	Merchant Group	Flag	Coded	Status
<input checked="" type="checkbox"/>	Jason Smith	20888	Oil Change	12/12/2019	Vendor	10.00	78292		▼	Yes	In Approval
<input type="checkbox"/>	Tyler Banks	20882	Airfare	11/15/2019	Southwest	200.00	570842		▼	Yes	In Draft

15 per page 1 - 2 of 2

Total transactions: 2  
Total amount: \$ 210.00

Clicking **Add** opens the Add New Transaction window where users can manually enter information for a transaction and add it to an existing expense report or create a new one. Clicking **Next** prompts the user to enter the expense item details, such as the amount, description, and receipt image attachments.

*(continued on next page)*

## Expense Track 19.12 Release Notes

**Add New Transaction** ✕

**User List \***  
 ▼

**Report \***  
 ▼

**Report Title \***  **Charge To \***  ▼

**Item \***  
 ▼

Users can select up to 100 transactions and delete them all at once with the new **Delete** button. As standard, cash reimbursable transactions can be deleted, but credit card transactions cannot.


**Delete Transaction(s)** ✕

Selected transactions once deleted cannot be recovered. Are you sure you want to continue?




# Expense Track 19.12 Release Notes

## Add Ability to Submit Draft for Approval in Manage Transactions

User can now submit transactions for approval from the Manage Transactions page by clicking the new **Submit** button (  ).

Manage Transactions ?


\* - Inactive User



+  More Actions ▾

Transactions											
<input type="checkbox"/>	Display Name	Employee ID	Expense Item	Transaction Date	Merchant	Total	Report ID	Merchant Group	Flag	Coded	Status
<input checked="" type="checkbox"/>	Jason Smith	20888	Oil Change	12/12/2019	Vendor	10.00	78292		▼	Yes	In Approval
<input type="checkbox"/>	Tyler Banks	20882	Airfare	11/15/2019	Southwest	200.00	570842		▼	Yes	In Draft

15 per page 1 - 2 of 2

Clicking **Submit** allows the user to submit each selected transaction (up to 50 at a time) as well as *all* transactions associated with that expense draft for approval. For example, if a transaction is associated to a draft expense report that contains five other transactions, each of those transactions are submitted for approval including the one selected from Manage Transactions. This change helps users find and submit expense reports from one place rather than searching across multiple pages, which was not efficient for high-volume expense management.

 Submit expense summary  
See status below.

Status	Source Draft #	Submitted Report#	Report Title	User	Description	Print
	333333	78295	Expense	Smith, Jason	Expense successfully submitted.	

You may return to your [Homepage](#), if you are not finished yet go back to [Manage Transactions](#) page.

**Note:** If a transaction is incomplete with a red flag, it cannot be submitted. This behavior applies to any incomplete transactions on the selected transaction’s draft expense report. However, if the draft expense report contains some complete transactions with a green flag, they can be submitted based on your Expense Track’s configuration. For example:

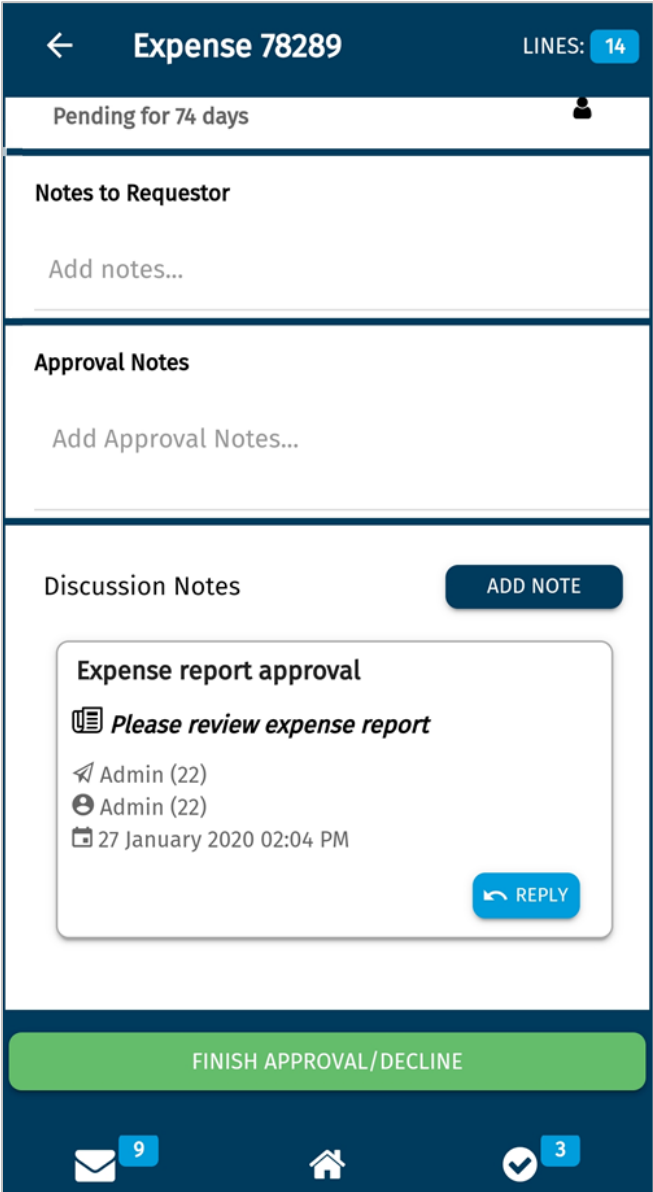
- If system setting **2321 – Create New Draft for Incomplete Expense on Submission** is set to **Yes**, the complete transactions are submitted for expense approval and the incomplete transactions are moved to a copy of the original expense report.
- If system setting **2321** is set to **No**, the draft expense report cannot be submitted unless all transactions within the expense draft have a green flag.

# Expense Track 19.12 Release Notes

## Add Approval and Discussion Notes to Mobile App Expense Approval

This item allows approvers to add approval and discussion notes to expense reports in the mobile app. This change helps approvers communicate with requestors and other users through the mobile app just as they can through the Expense Track website. To illustrate:

- **Approval Notes:** **Approval Notes** was previously a read-only field, but now is editable. When an approver enters notes, the requester receives them along with the approver's decision (approve or decline).
- **Discussion Notes:** Approvers can send discussion notes to one or many other users from within the mobile app. When the note is sent, the recipients can view and reply from either the Expense Track website or mobile app.



# Expense Track 19.12 Release Notes

## Add Location Filter to Data Extract Utility

This item adds a **Location** filter option to the Data Extract Utility tool. The **Location** filter checks the **Charge To** location defined on expense reports, and only returns transactions that match the chosen location. Multiple locations can be selected. Choosing a specific Location(s) to run your export will only mark those transactions as Exported. To use the **Location** filter, it must be configured in the Data Extract Configuration.

[Clear Export Status](#)

---


**Viewpoint Export by Employee Vendor**


---

Input Field	Value
Start Date	<input type="text" value="2020-00-00"/>
Invoice Date	<input type="text" value="2020-00-00"/>


---

**Additional Dynamic Filter**

From Posting Date  

To Posting Date  

Transaction Type

**Location**  

---

**Export from Previous batches**

[Run in browser](#)

[Run in background](#)

**Note:**

- You are about to run a data extract. All data included in the extract will be marked as Exported, and will not be included in any future extracts.
- Dynamic Filters will have no effect if you choose to run your report against previous batches.
- If you encounter errors when running an extract, use Run in background. You will receive an email or notification to access the file when the extract is complete.

## Allow Users to Clear Exported Status from Transactions in Data Extract Utility

This item allows users to clear the **Exported** status from transactions and re-export them later in another batch. With this change, a **Clear Export Status** tab has been added to the Data Extract Utility. Clicking **Clear Export Status** opens the Manage Exported Transactions page where you can select the transactions to change based on:

- Posted Date or Transaction Date
- From Date
- To Date
- Transaction Type (All, Credit Card, or Reimbursable)
- Charge to Location

After making your selection, and clicking the **Clear Export Status** button, all transactions matching your criteria will have the Export status erased. This change helps users remove transactions exported by mistake and mark them for re-export so they can make any needed corrections.

**Note:** Permission **4211 – Manage Exported Expense Transaction** must be enabled to access this feature.

[Clear Export Status](#)

---

### Manage Exported Transactions

**Date Type\***

Posted Date ▼

**From Date\***

01/08/2020

**To Date\***

01/08/2020

**Transaction Type\***

All ▼

**Charge to Location**

Q

Clear Export Status

**Note:**

- A Maximum of 60 days is allowed for the date range.

# Expense Track 19.12 Release Notes

## Reconfigure Expense Reconciliation Detail Page

This item reconfigures the Expense Reconciliation Detail page to simplify the reconciliation process. The page now displays specific the expense header, a Detailed Reconciliation for Expense Report grid, and Approval Routing, Discussion Notes, and FYI Notifications.

Expense Report # 75656 | FOUST, HEINRICH - 05/01/2019-05/31/2019 |
Clear entries Process

Date created 05/18/2019	Created by FOUST, HEINRICH	Created for FOUST, HEINRICH	Expense total 243.78	Approved total 243.78	Expense advance No
Project	OR instructions	Comments			

Internal attachments

---

**Detailed Reconciliation for Expense Report #75656** 1-1 of 1 items processed

Alerts	Transaction Date	Post Date	Expense	Max amount	Actual Amount	Pre-paid amount	Expense Amount	Approved amount	Quantity	Total expense	Reconcile	Decline	Note:
	05/13/2019	05/14/2019	<b>General Expense</b> Expense type : General Expense Vendor: MKTPLACE PMTS W Account Code: Expand/Collapse 1~6330.08	\$ 0.00	\$ 243.78	\$ 0.00	\$ 243.78	\$ 243.78	1	\$ 243.78	<input type="checkbox"/>	<input type="checkbox"/>	

[chargers.pdf](#) (Notes: chargers.pdf)  
Purpose : laptop chargers

**Payment Reference \***

**Notes to Requestor**

**General Notes**

Clear entries Process

---

Discussion Notes
+ Add Note

No notes found

---

Send FYI Notifications

No FYI notifications found

+ Add

View Approval Routing

**Rule 5335-5335:** Route to Manager

1 JONES, TODD (closed)  
Start: 05/18/2018, Completed: 05/18/2018

Page 8



# Expense Track 19.12 Release Notes

Users can view details on individual transactions by clicking the **Expense Item** name in the grid. This action opens the Detailed Expense page, which contains details such as coding, itemizations, merchant data, etc. Users can decline or reconcile the transaction by clicking **Decline** or **Reconcile** in the top right. The scroll buttons allow users to scroll through each item in the expense report and decline or approve as needed. Approval Routing, Discussion Notes, and FYI Notifications also display at the bottom of the page.

General Expense | \$243.78 | FOUST, HEINRICH, Expense Report # 75656
1 of 1 expenses
Return to report
Decline
Reconcile

Click to add attachment.

<b>Expense name</b> General Expense	<b>Expense type</b> General Expense	<b>Purpose *</b> laptop chargers	<b>Vendor Name</b> MKTPLACE PMTS W
<b>Payment type</b> Comdata	<b>Personal expense</b> No	<b>Transaction Date</b> 05/13/2019	<b>Posting date</b> 05/14/2019
<b>Merchant address</b> 400 STREET AVE N  WWW.MKTPLACE.CO. WA 90 000-0000	<b>Merchant Category Code</b> 5942	<b>Account Code</b> 1-6330.08	

**Requested amount:** \$243.78      **Approved amount:** \$ 243.78  
**Requested quantity:** 1      **Approved quantity:** 1

Account Code	Coding note	Amount	Percentage
1 - 6330.08   GL Expense Coding (2.0)		243.78	1

Product Code	Description	Quantity	Product Price - Net Due	Product Total Cost - Net Due
B00GVLXEA0	DELL LATITUDE E5250 E5450 E5550 E74	8.0000	\$30.47	\$243.76
999	OTHER MISCELLANEOUS TRANS	1.0000	\$0.02	\$0.02

**RECEIPT**

ABCD EFGH  
IJKLM NOPQ  
RSTU VWX  
YZ \$123.45

CASHIER 67890  
THANK YOU  
COME AGAIN

Attached by Lane, Jennifer on 01/23/2020 03:56:43 PM  
Notes: Receipt\_promo\_200.gif

Expense Report # 75656 Additional Information

Discussion Notes + Add Note

No notes found

Send FYI Notifications

No FYI notifications found

+ Add

View Approval Routing

**Rule 5335-5335:** Route to Manager

1 ELDREDGE, TODD (closed)  
Start: 05/18/2018, Completed: 05/18/2018

## Resolved Defects

- Split total calculations now contain six places after the decimal instead of four in order to provide an accurate result.
- “Assigned” and “Unassigned” sections for Account Code groups now allow a limit of 250 records. Once the Unassigned are assigned or vice versa, the system will show more options.
- The number of days since the last approver approved an expense report now displays “X Days Ago” (X being the number of days) instead of “X Ago”.
- The email notification announcing purge of receipt images that will reach the max number of days they are allowed to be unattached to a transaction will now be sent 10 days before the items are purged. If system setting **2205** is set to 11 days, it will be considered an invalid configuration.
- Job and Equipment coding segments are now visible on the Manage Transactions page.
- Users are now able to save passwords on their profile when an account code is required but not filled.
- Removed trailing zeros from the third and fourth decimal place in many of the **Amount** and **Quantity** fields through the Expense Track website and mobile app.